

RECORDS MANAGEMENT DIVISION

Number of Staff: 25

Locations: Phoenix City Hall, 15th floor
Document/Records Center, 1101 E. Jefferson St.

Official Records (602) 262-6811

- Receives and maintains all official City documents such as ordinances, resolutions, contracts, agreements, deeds and Council minutes, and provides electronic access to public records
- Researches the City Code, Construction, Fire and Zoning Codes
- Administers the Citywide Records Management Program
- Administers the Open Meeting Law and Lobbyist Programs **(602) 256-3186**
- Coordinates all legal advertising for the City

Facts

- Scans over 190,000 images into records imaging system annually
- Processes 40,000 requests for information annually
- Posts over 3,500 meeting notices annually in compliance with Open Meeting Law
- Advertises 2,400 documents annually

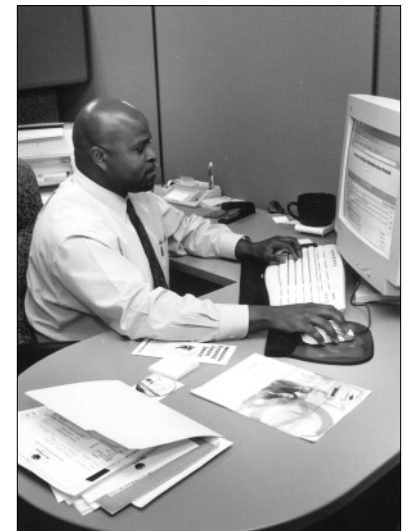


Enterprise Imaging Services (602) 534-2345

- Provides consulting services to departments interested in implementing Electronic Document Management Systems
- Provides electronic image storage to departments at no cost

Facts

- Assisted with implementation of three systems for the Planning, Intergovernmental Programs and Finance Departments



Document Services (602) 262-4719

- Operates the Records Center storage for inactive hardcopy records
- Provides 16mm roll film for filming of standard documents and aperture cards which hold a single frame of 35mm microfilm utilized for storing large documents or for use in the field
- Provides 105mm fiche which hold up to 300 standard-size data pages on one 4x6-inch fiche for low volume records with long or permanent retention periods
- Provides image scanning service (digital format) for all source documents including large format maps and drawings



- Provides security storage of microforms and disaster back-up for all official records of the City of Phoenix

Facts

- Scans/films 2 million images annually
- Produces 112,000 aperture cards annually
- Produces 6,000 microfiche annually
- Stores 28,500 cubic feet of inactive records in Records Center

